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SECURITY INFORMATION

FINANCE DIVISION NOTICE NO. 427

15 July 1952

SUBJECT: Cash Collections of Insurance Premiums

Effective 1 August 1952 Disbursing Office will not accept payments for credit to Insurance Accounts 514 - Undisbursed Insurance Premiums and 615 - Undisbursed Hospitalization Premiums.

Collections for the above-stated purposes will be handled by the Insurance Unit, Certifying and Liaison Branch.

Cash received over the counter in the Insurance Office will be receipted for on an official FD Receipt; the original of which will be given to the insured, the pink copy retained in the Insurance Office, and the green copy together with the money received will be given to the Disbursing Office not later than 4 p.m. of each day, and the Disbursing Office will give the Insurance Office a receipt for the total amount. This receipt will be attached to the pink copies retained in the Insurance Office.



Chief, Finance Division

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